

<b>COMSCINST 12330.2</b>	<b>COG CODE N7</b>	<b>DATE 7 NOV 1997</b>
--------------------------	--------------------	------------------------



**DEPARTMENT OF THE NAVY**  
 COMMANDER MILITARY SEALIFT COMMAND  
 WASHINGTON NAVY YARD BLDG 210  
 901 M STREET SE  
 WASHINGTON DC 20398-5540

**COMSCINST 12330.2**  
**N7**  
 7 November 1997

## COMSC INSTRUCTION 12330.2

Subj: PERSONNEL RECRUITING ACTIONS FOR ENGINEERING STAFFS

Ref: (a) COMSCINST 12296.1D, Personnel Action Requests

Encl: (1) Flow Charts - Selecting Engineers for Program Managers' Offices  
 (2) Selection Management for Engineering Vacancies  
 (3) Common Knowledge, Skills and Ability Factors for Recruiting Engineers

1. Purpose. To establish hiring procedures for the Military Sealift Command (MSC) worldwide engineering staff.

2. Background. Engineering staffs reside in the Program Managers' (PMs) offices, Area Commands and the Engineering Directorate. The PMs, Area Commanders and the Engineering Director have a strong shared interest in ensuring that the process for recruiting, hiring, assigning, training and rotating engineering personnel provides for a qualified and well-trained engineering staff.

3. Applicability. This instruction applies to the Engineering Directorate and all PMs (Headquarters and Field Offices) and Area Commanders that are staffed with GS-801, 802, 806, 830, 850, 855, 856, 871 and 873 engineers, technicians, naval architects and marine surveyors. When the term "engineer" or "engineering staff" is used in this instruction, it refers to any engineer, technician, naval architect or marine surveyor in the GS-801, 802, 806, 830, 850, 855, 856, 871 and 873 series positions.

#### 4. Policy

a. Human Resource Offices (HROs) operate on a geographic basis, and the personnel actions for the engineering staffs in the PM and Engineering Directorate offices shall be managed through the HRO that serves each location.

7 November 1997

b. The Engineering Director of Headquarters N7, N7 East and N7 West shall act as primary points of contact with the appropriate HRO for processing and tracking personnel actions for PM engineering staffs within their command. All Engineering Directors (Headquarters N7, N7 East, N7 West, COMSCFE N7 and COMSCEUR N7) shall act as the primary points of contact with the appropriate HRO for managing all personnel actions for the Engineering Directorate staffs under their supervision.

c. The Headquarters Engineering Director shall develop and manage the Engineering Personnel Development, Training and Rotation Program for engineering staffs in the PMs and in the Functional Directorates. PMs and all Engineering Directorates shall support this career development program for MSC engineers to the maximum extent possible.

d. The Headquarters Engineering Director (N7) shall manage the selection of the N7 East, N7 West and COMSCEUR Engineering Directors, the COMSCFE Deputy Engineering Officer and all engineering staff positions within the Headquarters Engineering Directorate.

e. The Headquarters Engineering Director (N7) shall advise subordinate commands on standards and procedures for selecting engineering personnel and provide assistance as necessary to support recruiting actions in these offices.

f. Enclosures (1) and (2) shall be used to identify responsibilities for managing personnel actions for engineers. Enclosure (1) specifically addresses actions related to the selection of engineers for PM offices. Enclosure (3) shall be used as guidance when choosing knowledge, skills and abilities (KSAs) factors for recruiting engineers.

## 5. Action

a. For PM engineering vacancies within the National Capital Area, the PMs shall:

(1) Prepare a Request for Personnel Action, Standard Form 52 (SF 52) for required personnel actions. Part A - Block 5 (Action Requested By) and Part A - Block 6 (Action Authorized By) of the SF 52 shall be signed by the PM or designated representative. Reference (a) provides specific procedures for preparing SF 52s for Headquarters' recruiting actions.

(2) Coordinate with the Engineering Director (N7) the type of announcement, type of appointment, position title and series, and area of consideration.

(3) Develop, revise and ensure the classification of position descriptions for program engineering personnel.

7 November 1997

(4) Route all SF 52s for recruiting of engineers through N7 for review and concurrence.

(5) After reviewing enclosure (3), submit to the Engineering Director (N7) a list of the desired KSAs for the engineering position for which recruiting action is necessary.

(6) Appoint at least two program staff engineers familiar with the job requirements for the position to serve on the Rating and Interview Panels for the advertised position.

(7) Select the desired candidate based on the N7 list of nominees for the position and inform HRO and the Engineering Director (N7) of same.

(8) Debrief in-house candidates not selected.

(9) Provide funding to support engineer recruiting and career development programs.

b. For PM engineering vacancies within the National Capital Area, the Headquarters Engineering Director (N7) shall:

(1) Review all SF 52s for recruiting of engineers on the PM staffs and indicate concurrence by initialing in Part C-1 of the SF 52. Review and provide input on KSAs to ensure that they accurately define the specific qualifications of an MSC engineer.

(2) Forward the recruiting package to N1 for requisite review to include correct classification, hiring freeze waivers, manpower constraints, etc.. N1 is to then pass the package to HRO for action.

(3) Prepare crediting plans for the position and submit them to HRO and the PMs for all vacant engineering positions undergoing recruiting action.

(4) Interface with HRO to provide the PMs with periodic recruiting status reports.

(5) Appoint one subject matter expert from the Engineering Directorate to serve on the Rating Panel to evaluate applications for positions against the accompanying crediting plan.

(6) Submit a ranking sheet of prospective candidates to HRO, coordinate with HRO and the PM the selection of candidates for interviews, and schedule candidates for interviews.

7 November 1997

(7) Appoint one subject matter expert from the Engineering Directorate to serve on the Interview Panel.

(8) Based on the Interview Panel's recommendation, identify the top candidates for the advertised position and inform the PM of same.

(9) Assist in debriefing in-house candidates not selected.

(10) Maintain a consolidated list of worldwide vacant engineering positions and ongoing recruiting actions.

c. For PM engineering vacancies outside the National Capital Area, the PMs shall

(1) Prepare a Request for Personnel Action, Standard Form 52 (SF 52) for required personnel actions. Part A - Block 5 (Action Requested By) and Part A - Block 6 (Action Authorized By) of the SF 52 shall be signed by the PM or designated representative.

(2) Coordinate with the Engineering Director (N7) the type of announcement, type of appointment, position title and series and area of consideration.

(3) Develop, revise and ensure the classification of position descriptions for program engineering personnel.

(4) Submit to the Engineering Director (N7) a list of the desired KSAs for the engineering position for which recruiting action is necessary.

(5) Route all SF 52s for recruiting of engineers with KSAs through N7 for review and concurrence.

(6) Appoint at least two program staff engineers familiar with the job requirements for the position to serve on the Review Panel for the advertised position.

(7) Select the desired candidate based on the N7 list of nominees for the position and inform HRO and the Engineering Director (N7) of same.

(8) Debrief in-house candidates not selected.

(9) Provide funding to support engineer recruiting and career development programs.

7 November 1997

d. For PM engineering vacancies outside the National Capital Area, N7 East or N7 West shall:

(1) Review all SF 52s for recruiting of engineers on the PM staffs and indicate concurrence by initialing in Part C of the SF 52. Ensure requisite review by N1 for classification, hiring freeze waivers, manpower constraints, etc..

(2) Review and provide input on KSAs to ensure that they accurately define the specific qualifications of an MSC engineer.

(3) Prepare crediting plans for the position and submit them to HRO and the applicable PMs and Project Officers for all vacant engineering positions undergoing recruiting action.

(4) Interface with HRO to provide the applicable PMs and Project Officers periodic recruiting status reports.

(5) Appoint one subject matter expert from the Engineering Directorate to serve on the Review Panel to evaluate applications for positions against the accompanying crediting plan.

(6) Submit a ranking sheet of prospective candidates to HRO, coordinate with HRO and the PM or his designated Project Officer the selection of top candidates. Schedule candidates for interviews if required.

(7) Identify the top candidates for the advertised position and inform the PM or his designated Project Officer of same.

(8) Assist in debriefing in-house candidates not selected.

e. For engineering vacancies within the Headquarters Engineering Directorate, the Headquarters Engineering Director (N7) shall:

(1) Prepare a SF 52 for required personnel actions. Part A - Block 5 (Action Requested By) and Part A - Block 6 (Action Authorized By) shall be signed by the Engineering Director (N7) or designated representative. SF 52s shall be prepared in accordance with reference (a).

(2) Determine the type of announcement, type of appointment, position title and series, area of consideration and develop, revise and classify position descriptions for engineering personnel. Develop a list of the desired KSAs and an accompanying crediting plan for the engineering position for which recruiting action is necessary.

7 November 1997

(3) Forward recruiting package with KSAs and crediting plans to N1 for requisite review functions including classification, hiring freeze waivers, manpower constraints, etc.. N1 is to then forward package to HRO for action.

(4) Appoint a subject matter expert from the Engineering Directorate to serve on the Rating Panel to evaluate applications for positions against the accompanying crediting plan.

(5) Appoint staff engineers familiar with the job requirements for the position to serve on the Interview Panels for the advertised position.

(6) Provide funding to support engineering recruiting and career development programs.

(7) Select the desired candidate for the position and inform HRO.

(8) Debrief in-house candidates not selected.

f. For all non-PM engineering vacancies outside the National Capital Area, N7 East, N7 West, COMSCEUR and COMSCFE in their respective areas of operations shall:

(1) Manage the selection of all engineering staff positions within their respective areas of operations.

(2) Provide status reports on vacancies and recruiting actions to the Headquarters Engineering Director (N7) and the affected PMs (if applicable) whenever an engineering vacancy in their command is created, advertised or filled.

(3) Prepare a SF 52 for required personnel actions. Part A - Block 5 (Action Requested By) and Part A - Block 6 (Action Authorized By) shall be signed by the assigned Engineering Director (N7) or designated representative.

(4) Determine the type of announcement, type of appointment, position title and series and area of consideration and ensure the proper classification of the position descriptions for engineering personnel. Develop a list of the desired KSAs and an accompanying crediting plan for the engineering position for which recruiting action is necessary.

(5) Forward recruiting package with KSAs and crediting plans to N1 for requisite review functions including classification, hiring freeze waivers and manpower constraints. N1 is to then forward package to HRO for action.

7 November 1997

(6) Appoint a subject matter expert from the Engineering Directorate to serve on the Rating Panel to evaluate applications for positions against the accompanying crediting plan.

(7) Appoint staff engineers familiar with the job requirements for the position to serve on the Interview Panels for the advertised position.

(8) Select the desired candidate for the position, consult with the Headquarters Engineering Director (N7), and with the concurrence of the Headquarters Engineering Director, inform HRO of the selection.

(9) Provide funding to support engineering recruiting and career development programs.

(10) Debrief in-house candidates not selected.

Distribution:

COMSCINST 5000.19

List I (Case A, B)

SNDL 41B (MSC Area Commanders)  
41C (NFAF East/West)  
41D (MSC Offices)  
41E (APMC)  
41G (MSC Det Surge)  
41M (TAGOS Project Office and Detachment)

7 November 1997

**SELECTING ENGINEERS FOR HQ PROGRAM MANAGERS' OFFICES**

PM identifies need (open billet, impending separation, etc.).

β

PM prepares SF 52, signs Part A - Block 5 ("Action Requested By") and Part A - Block 6 ("Action Authorized By"), attaches PD, forwards to N7. If PD is inaccurate or not developed, PM will revise or develop PD and ensure the classification of the PD. If a career ladder billet, all PDs for the ladder series must be attached.

β

N7 requests KSAs from PM (PM picks the KSAs from the Engineering KSA library maintained by N7 and modifies as necessary). Based on the chosen KSAs, N7 prepares crediting plans (CP), reviews CP with the PM.

β

For National Capital Area, HQN7 reviews recruiting package and indicates concurrence by initialing Part C of the SF 52, and forwards to N1 for requisite review functions, including as necessary classification, hiring freeze waivers and manpower control. In coordination with N7, N1 then forwards package to HRO Washington DC to initiate recruiting action.

β

HRO advertises, registers with PPP, etc. POC is N7. N7 advises PM of progress and any changes in status.

β

Job closes. HRO evaluates basic qualifications and forwards list of candidates, 171s/resumes, etc. to N7.

β

N7 forms Rating Panel. PM provides representative(s) on panel. Candidates are rated. N7 forwards ratings and recommends highly qualified candidates to HRO.

β

HRO forwards cert sheet to N7. N7 forms Interview Panel. PM provides representative(s) on panel. Candidates are interviewed.

β

Interview panel recommends top candidates to N7. N7 discusses potential selections with panel and forwards names of top nominees to PM.

β

PM makes selection. Forwards cert sheet to HRO. HRO notifies selectee. If accepted, PM notifies non-selectees and makes announcement.

β

If selected candidate is from another PM, N7 discusses tertiary effects of selection with the affected PM(s) and develops plan to backfill the position vacated by the selection.



7 November 1997

## **SELECTING ENGINEERS FOR PROGRAM MANAGERS' FIELD OFFICES**

PM identifies need (open billet, impending separation, etc.).

β

PM prepares SF 52, signs Part A - Block 5 ("Action Requested By") and Part A - Block 6 ("Action Authorized By"), attaches PD, identifies Area of Consideration and forwards to N7. If PD is inaccurate or not developed, PM will revise or develop PD, and ensure the classification of the PD. If a career ladder billet, all PDs for the ladder series must be attached.

β

N7 reviews recruiting package and indicates concurrence by initialing Part C of the SF 52. N7 requests KSAs from PM. PM to pick the KSAs from the Engineering KSA library maintained by N7 and modifies as necessary. Based on the chosen KSAs, N7 prepares crediting plan (CP) with the PM.

β

N7 forwards recruiting package to N1 for requisite review functions, including as necessary classification, hiring freeze waivers and manpower control. N1 then forwards package to cognizant HRO for coordination with the N7 field offices.

β

HRO reviews package, registers with PPP and forwards to Office of Personnel Management (OPM). OPM prepares advertisement, advertises position, etc. N7 advises PM of progress and any changes in status.

β

Job closes. OPM evaluates basic qualifications and rates and ranks candidates. OPM forwards certification sheet with list of candidates, 171s, resumes, etc. to N7.

β

N7 forms Review Panel. PM provides representative(s) on panel. Candidates are reviewed and interviewed if required.

β

Review panel recommends top candidates to N7. N7 discusses potential selections with panel and forwards names of recommended nominees to PM.

β

PM makes selection. Forwards certification sheet to OPM. OPM notifies selectee. If accepted, PM notifies non selectees and makes announcement.

β

If selected candidate is from another PM, N7 discusses tertiary effects of selection with the affected PM(s) and develops plan to backfill the position vacated by the selection.

## SELECTION MANAGEMENT FOR ENGINEERING VACANCIES

<i>For the following Engineering Positions:</i>	<i>The Selection Process will be managed by: *</i>	<i>And the Selecting Official will be:</i>
Within HQ N7 staff	HQ N7	HQ N7
N7 East	HQ N7	HQ N7
N7 East staff	N7 East	N7 East
N7 West	HQ N7	HQ N7
N7 West staff	N7 West	N7 West
Program Management Engineering Staff	The N7 Director within the vacancy's respective area of operation	The Program Manager or his designated representative
N7X FE (Deputy)**	HQ N7	N7 FE (with HQ N7 input)
N7 FE staff ***	N7 FE	N7 FE (with HQ N7 input)
N7 EUR**	HQ N7	COMSCEUR (with N7 input)
N7 EUR and MSCO SWA Staffs ***	N7 EUR	N7 EUR (with HQ N7 input)

\* Individual responsible for coordinating the selection process.

\*\* HQ N7 will manage the selection of MSCEUR N7 and MSCFE N7X by assisting and advising MSCEUR and MSCFE with job advertisements, KSAs, crediting plans and by making a final recommendation for selection.

\*\*\* In coordination/consultation with the Headquarters Engineering Director (HQ N7), the MSCEUR Engineering Director and the MSCFE Engineering Officer shall select MSCEUR and MSCFE engineers.

7 November 1997

***Common KSAs for Engineer Recruiting***

- |  |
|--|
| 1. KNOWLEDGE OF NAVAL ARCHITECTURE, MARINE ENGINEERING, ELECTRICAL ENGINEERING, MAINTENANCE ENGINEERING, LOGISTICS AND RELATED FIELDS.                         |
| 2. KNOWLEDGE OF BUDGETING AND FISCAL PROCESSES FOR ENGINEERING OPERATIONS.   |
| 3. KNOWLEDGE OF SHIPBOARD ENGINEERING AND OPERATIONS PROCEDURES.   |
| 4. KNOWLEDGE OF ABS/USCG RULES AND REGULATIONS AND COMMERCIAL TECHNICAL STANDARDS.   |
| 5. KNOWLEDGE OF ABS/USCG RULES AND REGULATIONS AND COMMERCIAL TECHNICAL STANDARDS AND NAVY REQUIREMENTS RELATED TO SHIPBOARD ELECTRICAL/ELECTRONICS EQUIPMENT. |
| 6. KNOWLEDGE OF DOD ACQUISITION, USCG, ABS AND OTHER GOVERNING REGULATIONS FOR T-SHIP PROCUREMENT.   |
| 7. KNOWLEDGE OF DOD ACQUISITION AND LOGISTICS, USCG, ABS AND OTHER GOVERNING REGULATIONS RELATED TO REPAIR PARTS AND MATERIALS PROCUREMENT FOR SHIPS.          |
| 8. KNOWLEDGE OF SHIPBOARD OPERATIONS AND TROUBLESHOOTING PROCEDURES RELATED TO MARINE ELECTRICAL/ELECTRONICS EQUIPMENT.  |
| 9. KNOWLEDGE OF ABS/USCG RULES AND REGULATIONS AND COMMERCIAL TECHNICAL STANDARDS AND NAVY REQUIREMENTS RELATED TO SHIPBOARD ELECTRICAL/ELECTRONICS EQUIPMENT. |
| 10. ABILITY TO MANAGE AND EVALUATE CONTRACTOR DESIGN WORK.   |
| 11. ABILITY TO COMMUNICATE EFFECTIVELY ORALLY AND IN WRITING.  |
| 12. ABILITY TO USE PERSONNEL MANAGEMENT AND SUPERVISORY TECHNIQUES.  |
| 13. ABILITY TO PLAN, COORDINATE AND DIRECT COMPLEX, MULTI-DISCIPLINARY PROJECTS.   |

## Notes:

- These KSAs are offered as guidance only and can be modified to suite a specific recruitment requirement. In addition, new factors can be developed where necessary. For example, Factor 1 can be edited to delete logistics and/or electrical engineering expertise.
- Factors 8 and 9 will often apply to electronic/electrical engineering and or technician positions.
- Factor 11 is almost always used.
- Factor 12 would often be used for Grade 13 or higher.